

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

May 2, 2013

A meeting of the Manistee City Planning Commission was held on Thursday, May 2, 2013 at 7 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:00 pm by Chair Yoder

Roll Call:

Members Present: Maureen Barry, David Crockett, Bill Dean, Marlene McBride, Mark Wittlief, Roger Yoder

Members Absent: Ray Fortier

Others: Brian & Sue Hamilton (Manistee Historic Red School House CDC, 284 first Street),
Dave Carlson, Denise Blakeslee (Planning & Zoning) and others

APPROVAL OF AGENDA

Motion by Dave Crockett, seconded by Mark Wittlief that the agenda be approved as prepared.

With a Roll Call vote this motion passed 6 to 0.

Yes: Barry, Crockett, Dean, McBride, Wittlief, Yoder

No: None

APPROVAL OF MINUTES

Motion by Bill Dean, seconded by Marlene McBride that the minutes of the April 4, 2013 Planning Commission Meeting be approved as prepared.

With a Roll Call vote this motion passed 6 to 0.

Yes: Dean, Barry, Crockett, McBride, Wittlief, Yoder

No: None

PUBLIC HEARING

Chair Yoder opened the Public Hearing at 7:03pm

PC-2013-04, Manistee Historic Red School House CDC, 284 First Street – Special Use Permit for Commercial Day Care Facility

A request has been received from Brian and Sue Hamilton – Manistee Historic Red School House CDC, 284 First Street for a Special Use Permit for a Commercial Day Care Facility.

Brian and Sue Hamilton presented their case to the Planning Commission. Mr. & Mrs. Hamilton purchased the building, renovated the building and have passed inspection for the Day Care. They are ready to open. There is a small fenced in area on the front of the building, the kids will be in the fenced in area; small play items like balls will be available, no large structures like monkey bars will be constructed. Their facility will employ around 25 people with additional staffing during their summer camp.

Denise Blakeslee, Planning & Zoning – Ms. Blakeslee presented the Staff Report as follows:

- The Site Plan provides for 14 standards spaces and one van-accessible Handicap Space for a total of 15 spaces. Staff feels that 15 parking spaces should meet the needs of the Commercial Day Care Facility and apartment. Planning Commission will need to concur with staff in order for the Special Use Permit to be issued.
- The Site Plan includes striping in front of each entrance, but does not continue through the parking lot. An example of a Designated Pedestrian Walkway that was installed at the Arthur Street Boat Launch Parking lot was sent to the Commission. The inclusion of the language that requires a Designated Pedestrian Walkway was added to the ordinance to provide a visual method of slowing down traffic in parking lots. Staff feels that a parking lot that is being used to transport children to a Commercial Day Care Facility should have a Designated Pedestrian Walkway as required in Section 514.E Vehicular Parking Space, Access, Bike Parking and Sidewalks, of the Zoning Ordinance.
- The Applicant has received a Child Care Center License with a capacity of 60 from the Michigan Department of Human Services Bureau of Children and Adult Licensing License #DC510337108.
- The plan shows that a four foot chain like fence is being proposed as required in Section 1825 Day Care, Commercial, Item B.2 of the City of Manistee Zoning Ordinance.
- The applicant is proposing the use of Tidy Totes instead of a dumpster. If the applicant were to determine that a dumpster was needed they would need to come back to the commission for location and enclosure approval.
- Staff determined that the Five Cap Pre-School is within the 1,500 feet. It is not a Day Care Facility and does not need to be considered when reviewing Section 1825.B.4. The Planning Commission will need to concur with the determination.

The Commission asked if any correspondence had been received from Five Cap. Staff said that none had been received and that they were sent a letter since their facility was within 300 feet of the proposed Day Care Facility.

- The Planning Commission may establish limitation on hours of operation and/or activities between the hours of 10PM and 6AM. The applicant's license with the state describes hours of operation for the program as "Monday through Friday from 6 am until 6 pm." If the Planning Commission has any questions regarding hours of operation or limiting the hours of operation now is the time to ask the applicant.

Mr. & Mrs. Hamilton said that they may have extended hours for shift workers. They have spoken with the State about getting their license changed to accommodate these clients.

Discussion by the Commissioners resulted in a consensus that they did not feel extended hours would negatively impact the neighborhood and no conditions limiting hours were necessary.

- The Building is located on a Key Street segment as required under Section 1825.B.8.
- The Applicant will need to apply for a Sign permit and the signage will need to meet the requirements of the Ordinance.
- The applicant addressed landscaping in their narrative. The Planning Commission will need to determine their proposed plan is sufficient. The plan read: "There is some existing landscaping around the building, some of which will be taken out as it is overgrown and not appropriate. Any new landscaping will be done keeping the historic integrity of the building in mind and enhancing the neighborhood and surrounding areas. Any new landscaping will not create any visual or physical barriers and will be in accordance with the existing zoning requirements."

Staff recommends that the Planning Commission require that a Designated Pedestrian Walkway be a requirement of the approval of the Special Use Permit as it is a requirement under Section 514 Vehicular Parking Space, Access, Bike Parking and Sidewalks item E of the Zoning Ordinance. The Commission will need to determine if a new site plan is required, or if it can be drawn on the existing site plan.

Staff recommends that, if the Planning Commission approves the request, deadlines be placed as conditions in the resolution for striping the parking lot and Designated Pedestrian Walkway and the installation of the fence.

Ms. Blakeslee e-mailed a copy of the request to Jeff Mikula, Utility Director/Interim DPW Director and Public Safety Director Dave Bachman. Both responded "We see no concerns with the new use."

Chair Yoder opened the hearing for public comments.

Dave Carlson, 100 Oak Street – This is a great preservation project and will provide a service to the community.

Chair Yoder asked if any correspondence had been received in response to the request.

No Correspondence was received in response to the request.

There were no more additional comments; the Public Hearing was closed at 7:18 pm.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

PC-2013-04, Manistee Historic Red School House CDC, 284 First Street – Special Use Permit for Commercial Day Care Facility

A Public Hearing was held earlier in response to a request from Brian and Sue Hamilton – Manistee Historic Red School House CDC, 284 First Street for a Special Use Permit for a Commercial Day Care Facility.

The Site Plan provides for 14 standards spaces and one van-accessible Handicap Space for a total of 15 spaces. Staff feels that 15 parking spaces should meet the needs of the Commercial Day Care Facility and apartment. Planning Commission will need to concur with staff in order for the Special Use Permit to be issued.

The Site Plan includes striping in front of each entrance, but does not continue through the parking lot. An example of a Designated Pedestrian Walkway that was installed at the Arthur Street Boat Launch Parking lot was sent to the Commission. The inclusion of the language that requires a Designated Pedestrian Walkway was added to the ordinance to provide a visual method of slowing down traffic in parking lots. Staff feels that a parking lot that is being used to transport children to a Commercial Day Care Facility should have a Designated Pedestrian Walkway as required in Section 514 Vehicular Parking Space, Access, Bike Parking and Sidewalks item E of the Zoning Ordinance.

MOTION by Maureen Barry, seconded by Dave Carlson to adopt a resolution to approve the request from Brian and Sue Hamilton – Manistee Historic Red School House CDC, 284 First Street for a Special Use Permit for a Commercial Day Care Facility.

The Commission concurs with staff's determination that Five Cap is a Pre-School rather than a Day Care Facility, so that the building at 284 First Street meets the requirements of Section 1825.B.4

The Commission concurs with staff that 15 parking spaces meets the needs of the Commercial Day Care Facility and apartment.

The Commission determined that a designated walkway through the parking will be required for the main entrance to the building, the walkway that is shown on the plan for the secondary entrance (handicap ramp) as shown on the plan is sufficient. The walkway will be drawn on the plan and signed off by the Chair and Mr. & Mrs. Hamilton to avoid the costs of having new plans drawn.

The Commission determined the applicant's plans for landscaping is sufficient.

The Commission discussed with the applicant the time they would need to stripe the parking lot and install the fencing. The applicants said that they need to be open to have the money to cover the expenses. They should be able to do the parking lot in a few days, the fencing will take about a month.

The resolution was adopted with the following conditions:

1. Designated Pedestrian Walkway to the Main Entrance be a requirement of the approval of the Special Use Permit as it is a requirement under Section 514 Vehicular Parking Space, Access, Bike Parking and Sidewalks item E of the Zoning Ordinance. The walkway that is shown on the plan for the secondary entrance (handicap ramp) as shown on the plan is sufficient.
2. The striping for the parking lot and Designated Pedestrian Walkway needs to be completed by May 10, 2013.
3. The four foot chain like fence needs to be installed by June 3, 2013.

With a Roll Call vote this motion passed 6 to 0.

Yes: McBride, Wittlief, Dean, Barry, Crockett, Yoder
No: None

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF/SUB-COMMITTEE REPORTS

Denise Blakeslee – Handed out H.A.M. it Up! brochures to the members and reminded them if anyone wanted to sign up for the Training Wheels training they need to get their reservation in soon, space is limited.

MEMBERS DISCUSSION

Commissioner Crockett wished the Hamilton's Good Luck with their Child Development Center.

Next Worksession May 16, 2013.

The next regular meeting of the Planning Commission will be held on Thursday, June 6, 2013

Meeting adjourned at 7:45 pm

Worksession - Notes

Worksessions are scheduled to allow the Planning Commission the opportunity to discuss in a less formal manner than a regular meeting. No motions can be made during a Worksession.

Master Plan Update – Due to time constraints, staff has not had time to do any additional work since the last worksession.

The Commissioners were updated on the Status of their Citizen Planner Certification Credits.

ADJOURNMENT

MOTION by Dave Crockett, seconded by Mark Wittlief that the meeting/worksession be adjourned.

Adjourned at 7:55 pm

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary